

**Annual Report
2001-2002**

**Saskatchewan Legal
Aid Commission**

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Highlights of 2001-02

- Served almost 22,800 applicants
- Finalized the Commission's first Strategic Plan
- Participated in the implementation of the Northern Cree Court effective October 2001.
- Received an endowment trust from the Law Foundation of Saskatchewan
- Implemented in-scope pay equity plan
- Completed a base line study for Client Service Standards project
- Implemented the Duty Counsel Pilot project for adults in-custody in Regina and Saskatoon
- Reorganized the delivery of Family Law services at the Saskatoon City Area Office

Legislative Mandate

The Legal Aid Act and The Legal Aid Regulations provide the legislative mandate for The Saskatchewan Legal Aid Commission.

Commission Profile

The Saskatchewan Legal Aid Commission provides legal services to persons and organizations for criminal and civil matters where those persons and organizations are financially unable to secure these services from their own resources.

The Saskatchewan Plan has been in existence since 1974.

The Saskatchewan Plan uses a salaried staff delivery model for most of its applicants. In 2001-02, the Plan had 138 staff positions (70 lawyers, 16 legal assistants, and 52 administrative and support staff) located in 14 offices throughout the province. The services of private practice lawyers may be used where the Chief Executive Officer of the Commission believes it would better serve the client.

Applicants are financially eligible for services if

- they are receiving income from social assistance; or
- their financial resources are at social assistance levels; or
- the costs of obtaining the services from a private lawyer would reduce their financial resources to social assistance levels.

Mission

We promote access to justice for people facing serious legal problems who cannot otherwise afford help.

Legal services are provided to financially eligible applicants if the service requested falls within the range of services provided by The Saskatchewan Legal Aid Commission, and if the matter has professional merit. Services are provided in Federal Criminal matters (adult and youth), and family law.

Immediate advice, although temporary, despite financial status is available to those arrested or detained.

Summary advice and information may be provided to anyone about a wide range of matters if they involve no more than a brief interview or telephone call.

The Provincial Government, through Saskatchewan Justice, funds The Saskatchewan Legal Aid Commission. By agreement, the Government of Canada reimburses the Province for some legal aid expenditures on adult criminal matters and young offender matters.

Vision

We provide a full range of legal services for all people in need.

Minister of Justice
and Attorney General



SASKATCHEWAN

Legislative Building
Regina, Saskatchewan S4S 0B3



Her Honour
The Honourable Dr. Lynda M. Haverstock
Lieutenant Governor of the
Province of Saskatchewan

May It Please Your Honour:

I have the pleasure to transmit to your Honour the
Annual Report of The Saskatchewan Legal Aid Commission
for the year ending March 31, 2002.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Chris Axworthy'.

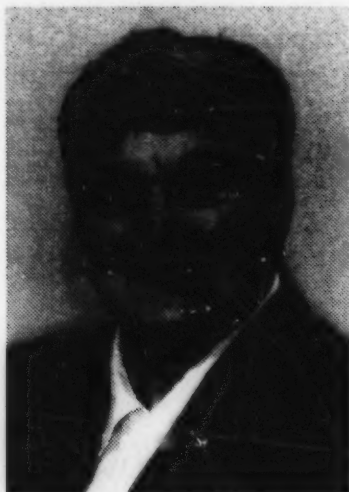
The Honourable Chris Axworthy, Q.C.
Minister of Justice and Attorney General



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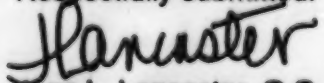


THE HONORABLE CHRIS AXWORTHY, Q.C.
MINISTER OF JUSTICE AND ATTORNEY GENERAL
PROVINCE OF SASKATCHEWAN

Dear Mr. Axworthy:

It is my pleasure to forward to you the Annual Report of The Saskatchewan Legal Aid Commission according to *The Legal Aid Act*, depicting the affairs of the Commission in the 2001-02 fiscal year.

Respectfully submitted.


Jane L. Lancaster, Q.C.
Chief Executive Officer

A Message from the Chief Executive Officer

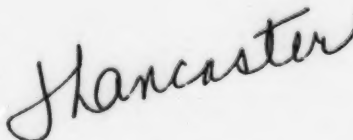
This has been a year of significant accomplishments for the Saskatchewan Legal Aid Commission.

Highlights of 2001/02

- Finalized the Commission's first Strategic Plan. The Commissioners and Legal Directors worked diligently on this project and the work plan for the next year is ambitious.
- Rolled out the Client Service Standards Report to all Commission staff at three regional meetings. The Commission has also received additional funding from the Law Foundation of Saskatchewan to begin the first year of implementation of the three-year project. Implementation of the Client Service Standards will recognize and address issues of performance measurement, quality service to clients, effective and efficient service delivery. There was significant staff input in the Client Service Standards Report and this staff input will continue through the implementation process.
- Implemented the in-scope pay equity plan. The joint pay equity committee worked diligently to the successful conclusion of this project. The committee communicated effectively with staff during the project and worked in a collaborative and positive fashion. The members of this committee, Trish Martynook, Lynne Magnusson, Cathy Bohachik, Rhonda Hofmann, Mike Ryan and Laura Lacoursiere, are to be congratulated on a job well done.
- Implemented the Cree Speaking Court Project. The Commission received pilot project funding from the Federal Department of Justice which assisted the Commission to participate in the Cree Court Project which commenced in October.
- Implemented Duty Counsel Pilot Projects in Saskatoon and Regina. The Commission implemented duty counsel pilot projects which commenced in Regina in March 2001 and Saskatoon in September 2001. These pilot projects focussed on providing expedited services to clients who were in custody. The project will be evaluated in 2002/03.
- Law Foundation Endowment to the Saskatchewan Legal Aid Commission. The Law Foundation has established a trust to assist the Commission in providing services to clients. The Commission has been grateful for the support of the Law Foundation for ongoing projects such as the Client Service Standards and now, for this ongoing support through the endowment.

- Re-organization of the Family Law Services at the Saskatoon City Area Office. Additional resources were provided to assist the office in providing services to family law clients.
- The Commission has participated in the training of lawyers in collaborative law to provide additional expertise in family law cases.

We are looking forward to a year of significant change as we move ahead on the implementation of the Client Service Standards Report and the action plans for the Strategic Plan. The continued input and dedication of staff and Commissioners will ensure the Saskatchewan Legal Aid Commission's success as we strive to provide quality client service which is effective, efficient and in-line with the Commission's values.



Jane L. Lancaster, Q.C.
Chief Executive Officer

Members of the Saskatchewan Legal Aid Commission



Left to right (back row): Don Rosten, Marilyn Hedlund, Barry Morgan
Left to right (front row): Rod Crook, Debra Edin
Missing from Photo: Robert Gibbings, Anita Jackson, Michael Rushton, Barry Singer

Members at March 31, 2002

Barry SINGER, Q.C., Saskatoon, Chairperson
Rod CROOK, Regina
Debra EDIN, Melfort
Robert GIBBINGS, Saskatoon
Marilyn HEDLUND, Regina
Anita JACKSON, La Ronge
Barry MORGAN, Saskatoon
Donald ROSTEN, Saskatoon
Michael RUSHTON, Regina
Vacant

Appointed by:

Lieutenant Governor in Council
Minister of Justice
Lieutenant Governor in Council
Law Society of Saskatchewan
Minister of Social Services
Lieutenant Governor in Council
Law Society of Saskatchewan
Lieutenant Governor in Council
Lieutenant Governor in Council
Lieutenant Governor in Council

The Legal Aid Act provides for the appointment of ten members - two appointed by the Law Society of Saskatchewan, six appointed by the Lieutenant Governor in Council, one who is an employee of the Department of Justice appointed by the Minister of Justice, and one who is an employee of the Department of Social Services appointed by the Minister of Social Services.

Goals and Objectives of the 2002-2005 Strategic Plan

The goals and objectives of The Saskatchewan Legal Aid Commission are:

Goal A: Work with Aboriginal People and Communities to shape legal services and set future directions.

Within four months of the distribution of this Strategic Plan, the Legal Directors will set a timetable to meet at least once annually with Bands, Tribal Councils, and Metis organizations in their areas to discuss local legal aid issues.

The CEO will review and make recommendations to the Commission regarding the findings of the Federal Project on Services to Aboriginal Peoples within six months of the receipt of the Report.

Within the 1st year of this Strategic Plan, a committee of the Commission, in consultation with staff, will outline a plan for initiating client focus groups with aboriginal women (one in each of the Remote, Urban and Rural areas) to seek their input on how to improve their access to legal aid services.

The CEO, in consultation with Saskatchewan Justice, will contribute within the 1st year of this Strategic Plan to the development of the framework for evaluation of the Northern Cree Court.

Within the 2nd year of this strategic plan, the Employment Equity Committee will devise a timetable to determine strategies to achieve the employment equity target of 12.2% aboriginal employees.

Within the 2nd year of this Strategic Plan, the Professional Development Committee will develop a schedule and curriculum for regular cross cultural and aboriginal issues training to be used both as part of a new staff orientation and as a component of an ongoing professional development program.

Goal B: Enhance Capacity for and access to Family Law Services

Within the 2nd year of this Strategic Plan, the CEO will report on the feasibility of assisting with the provision of family law services through a call (referral) centre.

A committee of Legal Directors will determine the degree to which access to family law services is hampered by such things as geography, conflicts, and the unavailability of the private bar and will report to the CEO by October 2002.

The CEO will review services for child protection clients provided by legal aid providers in other jurisdictions and will report her findings to the Commission within the 1st year of this Strategic Plan.

Within the 1st year of this Strategic Plan, the number of maintenance orders attained by each Area Office will be increased.

By no later than the 3rd year of this Strategic Plan the CEO and individual Legal Directors will work together to implement, where appropriate, family law specialization in Area Offices and will study the feasibility of creating stand alone family law offices.

Goal C: Enhance our Areas of Service

Review and update or rationalize Legal Aid guidelines.

Determine the cost implications of an enhancement in the range of services offered.

The CEO and the Legal Directors will identify options for flexible intake procedures to improve access to services.

Determine ways to re-engage the private bar in Legal Aid services.

Explore innovative ways of providing access to clients using 'new' technology.

The Commission will implement the findings of the Client Service Standards Report commencing the 1st year of this Strategic Plan.

Goal D: Improve the Work Environment

The CEO will seek the input of the Legal Directors regarding management development plans.

The CEO and a Commission sub-committee will revise and improve the employee recognition program within the first year of this Strategic Plan.

Within the 1st year of this Strategic Plan, the Professional Development Committee will revise (or develop if necessary) an orientation program for new employees.

The Professional Development Committee will provide the CEO with an outline of a

comprehensive Professional Development plan within the 2nd year of this Strategic Plan.

A committee of Legal Directors will identify issues regarding staff leaves to the CEO within the 1st year of this Strategic Plan.

Within the 3rd year of this Strategic Plan, a committee of Legal Directors and the CEO will investigate strategies to cut down on the need for staff travel.

Commencing within the 1st year of this Strategic Plan, the Commission may invite staff committees to report their project recommendations and results directly to the Commission.

The CEO will make recommendations to the Commission regarding a compensation policy similar to that of other Saskatchewan Justice employees within the first year of this Strategic Plan.

Within the 2nd year of this Strategic Plan, the CEO and a committee of Legal Directors will develop a strategy to deal with the recruitment, retention and retirement of staff.

Goal E: Continue to provide and enhance criminal law services to young offenders and adults.

Review and continue to consider the implications of the *Youth Criminal Justice Act* (YCJA), and participate on the YCJA Implementation Committee.

Continue Legal Aid's participation in the development of the Youth Services Model.

Develop an integrated Saskatchewan model for the delivery of legal services to all young offenders, which will utilize a 'youth team' approach wherever feasible.

Provide opportunities for staff to develop expertise in complex, serious criminal matters and encourage the sharing of that expertise.

Within the 3rd year of this Strategic Plan, the CEO and Legal Directors will assess our methods of dealing with appeals.

Goal F: Enhance understanding of the roles and contributions of the legal aid system

Develop and implement a comprehensive strategic communications strategy.

The CEO and a committee of Legal Directors will collect and review statistics currently kept by SLAC, by related governmental agencies, and by extra-provincial agencies and within the 1st year of this Strategic Plan will determine what statistics we should gather and what procedures we should use to do so.

The CEO and a committee of the Commission will investigate and report to the Commission within the 1st year of this Strategic Plan regarding sources of non-governmental funding (corporate sponsorship, public/private partnerships, partnering with other government agencies, etc.) for special projects.

Goals	2001-02 Achievements
● To continue to fulfil obligations under <i>The Legal Aid Act</i>.	- The Saskatchewan Legal Aid Commission met on seven occasions during the year - May 3, May 24, September 21, October 4, October 22, November 30, 2001 and March 22, 2002.
● To continue to improve services to clients.	- Legal Directors and staff regularly liaise with the Department of Justice staff, Provincial Court Judges and Officials, Queen's Bench Court Justices and Registrars to ensure the smooth delivery of services to clients. - Continued to improve services to clients, including introduction of a Duty Counsel (docket court) project in Regina and Saskatoon Provincial Courts to better serve adult clients in custody.
● To continue to improve service response timeliness to family law clients, and developing more effective ways of delivering services in the family law area.	- In April 2002, it took an average of three weeks to get an appointment for a non-emergency family law matter. - Where distance from an Area Office was a factor for family clients, private bar appointments were considered. - The annualized value of monthly maintenance orders for the Commission's clients exceeded \$2.6 million.
● To continue to liaise with other social service agencies and service providers who are concerned with the needs of low-income citizens.	- The Chief Executive Officer and/or Legal Directors have met with staff of Tribal Councils, Transition Houses, Social Services, and Community Corrections in various areas of the province. - In Regina, meetings with the staff and boards of the John Howard Society, the Sophie House and the Elizabeth Johnson Centre took place. - In Saskatoon, many staff volunteer for the street outreach program of the EGADZ Youth Centre. - Legal Directors met with staff and officials of the Aboriginal Court Worker Program. - Many staff members are on the boards of or involved in community organizations such as Saskatoon Communities for Children. - In Regina and Prince Albert, staff are involved in pilot projects involving services to Young Offenders. - The Saskatoon City youth team lawyers are members of the Saskatoon Provincial Court Youth Justice Committee.
● To continue to improve communications with Area Offices and staff.	- Held seven meetings of Legal Directors. - Regular Union and Management meetings were held. - The Union/Management Committee Job Evaluation Committee met throughout the year to implement the joint job evaluation plan in March 2002. - In September 2001, held an "in-house" professional development seminar for all staff.
● To review and update the Information Systems Strategic Plan.	- A management committee met throughout the year to review and update the strategic plan. - In Fall 2001, provided intermediate/advanced training on the e-mail software to several key staff.
● To continue to review and implement essential changes as a result of the Strategic Needs Assessment review released in 1999.	- With funding from the Law Foundation of Saskatchewan, began a project to research and develop Practice Standards. Distributed findings of the study in early 2002.

Goals	2001-02 Achievements
● To continue to apply the comprehensive Affirmative Action Plan for the following target groups: aboriginal persons, persons of a visible minority, persons with disabilities, and women in management and non-traditional roles.	- Participation rates at year-end (goals in brackets) were: ● Aboriginal 10% (12.2%) ● Visible Minorities 2% (2.6%) ● Disabilities 7% (9.7%) ● Women (Lawyers) 50% (45%) ● Women (Management) 38% (45%)
● To continue to provide professional development opportunities for staff.	- An "in-house" seminar was held in September 2001. - The Professional Development committee worked on items in its action plan. - Throughout the year, Staff Solicitors and Legal Assistants attended several seminars in criminal and family law. - Throughout the year, many support staff attended various seminars of topical interest. - In Fall 2001, several staff attended intermediate/advanced training on the e-mail software.
● To participate in the initiatives concerning Restorative Justice and other proposed changes to the criminal justice system.	- Several staff met on several occasions with various Justice officials and the Courts regarding establishment of a new Court in Northern Saskatchewan which will have a focus on communication in one of the aboriginal languages. This Court was implemented in October 2001. - Several Legal Directors consulted with Tribal Councils and band officials in their areas. - Throughout the province, staff members have been actively involved in the establishment of adult diversion programs in their communities. - Throughout the year, staff members helped many clients as part of Sentencing Circles. - The delivery of legal aid services continues to adapt to the reorganization of Provincial Court points. - Participated in the implementation of the Northern Cree Court effective October 2001 - The Saskatchewan Legal Aid Commission has offered to contribute to the Commission on First Nations and Metis Peoples and Justice Reform.
● To review and implement essential changes as a result of revised federal/provincial/territorial cost-sharing agreements.	- In August 2001, hosted and participated in the Association of Legal Aid Plans of Canada Annual meeting in Saskatoon. - The CEO attended meetings of Justice Canada's Permanent Working Group on Legal Aid (federal, provincial, and territorial officials) to discuss various issues concerning legal aid in Canada.
● To educate the public about the nature and quality of the services provided by the Saskatchewan Legal Aid Commission.	- Throughout the year, several Staff Solicitors and Legal Assistants acted as resource persons for various seminars and lectured at the annual Bar Admissions Course for articling students. - Several staff members are on the board of Public Legal Education of Saskatchewan. - Many staff participate in activities for the public through Public Legal Education of Saskatchewan. - Distributed "Facts About Legal Aid", a brochure on services provided to various clients or client groups. - Distributed "You and Legal Aid", a brochure on client/lawyer expectations for clients and staff.

Financial Overview

Sources of Funding

In 2001-02, The Saskatchewan Legal Aid Commission received funding from three sources:

- Funds appropriated by the Provincial Government through Saskatchewan Justice.
- Client contributions, costs awarded by the Court on behalf of clients, interest earned on monies invested, and miscellaneous receipts.
- Grants from special projects

The Government of Canada reimbursed the Province for some of the legal aid expenditures on federal criminal matters (adult and youth).

Distribution of Funding

In 2001-02, The Saskatchewan Legal Aid Commission's budget of \$11 million was divided into the two general areas of direct legal service and administration. The table on the next page shows the distribution.

Significant Pressures on The Saskatchewan Legal Aid Commission's Budget

The Saskatchewan Legal Aid Commission cannot control the volume of caseload as demand is often driven by external factors, such as:

- the economy;
- introduction of new federal or provincial legislation;
- Supreme Court of Canada decisions regarding the provision of duty counsel advice services; disclosure and delays in Court; and decisions concerning professional conflict of interest.

Other significant cost pressures during the year included:

- increased use of the private bar due to difficulty in recruiting lawyers in specific geographic areas such as Meadow Lake, La Ronge, Melfort and the Battlefords;
- increased use of the private bar for other staff vacancies;
- implementation of a joint Union/Management Job evaluation Plan retroactive to October 1, 2000;
- reorganization of the Saskatoon City Area Office.

Asset Management and Protection

Personnel: The emphasis on personnel is promoted by development of skills and knowledge that increase productivity, effectiveness, and job satisfaction. Each Area Office has appointed an Occupational Health Committee or Representative.

Capital Assets: The Commission maintains a budget that provides for the acquisition of new assets as they are consumed or become obsolete. Acquisition and disposal of assets are managed with a schedule updated annually and supported by physical counts.

Electronic Data: This includes word processing files, database files, financial, payroll, and other systems. Electronic data and files are protected with daily and weekly backup procedures and off-site storage of weekly backups. The Commission is developing a Security Plan in conjunction with other potential users of Saskatchewan's Community Net.

Financial Overview (Continued)

	2000-01 Actual (in \$'000s)	2001-2002 Planned (in \$'000s)	2001-02 Actuals (in \$'000s)	2002-03 Planned ¹ (in \$'000s)
Revenue:				
Appropriation	\$10,897	\$11,413	\$11,415	\$11,915
Other	155	278	329	339
Total	\$11,052	\$11,691	\$11,744	\$12,254
Expenditure:				
Direct Legal Service ²	\$9,179	\$9,837	\$10,104	\$10,400
Administration ³	1,549	1,615	1,645	1,582
Purchase of Capital Assets ⁴	---	225	---	97
Investment in Capital Asset Adjustments ⁵	261	---	156	---
Total	\$10,989	\$11,677	\$11,905	\$12,079
Excess (Deficiency) of Revenue over Expenditure	\$63	\$14	(\$161)	\$175
Staffing Resources:				
Lawyers	67	68	70	72
Legal Assistants	20	20	16	16
Support Staff/Administration	52	52	52	52
Total staffing	139	140	138	140

This chart does not include any adjustments made in the Capital Assets Fund.

¹ Actual results for 2002-03 may vary from planned expenditures for many reasons, some of which are mentioned previously under Significant Pressures on the Budget.

² Direct Legal Service expenditures include salaries & benefits, travel, provision of legal services, and other legal expenses.

³ Administrative expenditures include accommodation, telephone, postage, stationery & office supplies, periodicals, photocopying, and other operating expenses.

⁴ Purchase of Capital Assets are included in the planned activities of the Commission. However, for financial reporting the purchases are recorded as an increase to Capital Asset costs on the Statement of Financial Position.

⁵ Investment in Capital Asset Adjustments include the consumed cost of capital assets and loss on disposal of capital assets. These non-monetary adjustments are included with the financial reporting of the Commission on the Statement of Operations and are excluded in the planned activities of the Commission.

Statistical Summaries

<i>Please refer to Glossary of Terms</i>	2001-02	2000-01	1999-2000	1998-99	1997-98
CLIENT SERVICES					
Applications Received	22,213 ¹	23,530	23,320	23,981	23,618
Full Service Applications:					
Federal Criminal (Adult)	11,951 ¹	13,188	13,711	12,939	12,143
Federal Criminal (Youth)	3,644	3,386	2,704	4,015	4,391
Family	5,079	5,470	5,470	5,425	5,422
Civil	2	2	2	5	8
Provincial Offences	1	11	4	17	16
Total Full Service Applications	20,677	22,057	21,891	22,401	21,980
Duty Counsel Pilot Project Service (Regina and Saskatoon)	2,075 ¹	---	---	---	---
Applications Refused Service	1,536	1,473	1,429	1,580	1,638
Appeals against Refused Applications	309	305	303	339	446
Appeals to the Civil Appeals Committee	6	7	7	9	9
Summary Service or Advice	5,968	6,217	5,816	6,210	6,483
Cases Completed and Closed by Staff:					
Federal Criminal (Adult)	12,754	12,323	12,561	11,456	12,484
Federal Criminal (Youth)	3,677	3,164	2,444	4,057	3,649
Family	5,046	4,913	4,832	5,506	6,186
Civil	2	2	2	19	12
Provincial Offences	10	8	5	1	1
Total Cases Completed and Closed by Staff	21,489	20,410	19,844	21,039	22,332
Cases assigned to the Private Bar: Federal Criminal (Adult & Youth)	1,174	734	795	367	303
Cases closed by the Private Bar: Federal Criminal (Adult & Youth)	944	794	512	467	370
Cases assigned to the Private Bar: Family	326	299	374	173	171
Cases closed by the Private Bar: Family	251	343	195	205	167
Cases assigned to the Private Bar: Variations	0	0	0	610	717
Cases closed by the Private Bar: Variations	0	81	300	623	313
Duty Counsel Advice Service	10,561	10,061	8,602	8,435	8,671
Incoming Reciprocity	100	111	117	94	92
Outgoing Reciprocity	122	152	158	153	132

¹ A duty counsel pilot project for adults detained in-custody commenced in Regina on April, 2001 and in Saskatoon September, 2001. Most clients served in this project would have previously been included under "Full Service Applications: Federal Criminal (Adult)".

Financial & Other Resources

	2001-02	2000-01	1999-2000	1998-99	1997-98
Revenue	\$11,743,672	\$11,052,207	\$10,689,807	\$9,953,010	\$9,533,662
Expenses	\$11,943,396	\$10,951,030	\$10,519,432	\$10,158,876	\$9,570,755
Excess (Deficiency) of Revenue over Expenditures	(\$199,724)	\$101,177	\$170,375	(\$205,866)	(\$37,093)
Investment in Capital Assets	\$481,034	\$519,964	\$482,444	\$385,484	\$443,097
Unrestricted Assets, end of year	(\$174,794)	(\$14,000)	(\$77,657)	(\$151,072)	\$7,181
Contribution of the Federal Government - Adult Criminal and Young Offenders ²	\$2,831,346	\$2,489,590	\$2,480,516	\$2,465,120	\$2,519,936
Per Capita Expenditures on Legal Aid	\$11.72	\$10.77	\$10.25	\$9.89	\$9.66
Number of Employees	138	139	132	133	132
Number of members of the Private Bar actively involved in providing services under <i>The Legal Aid Act</i>	181	184	231	198	169

¹ Repayment upon conclusion of the Canada Assistance Plan Agreement effective March 31, 1996.

² According to Saskatchewan Justice records.

Caseload by Area Office 2001-02

- Most of the cases for which The Saskatchewan Legal Aid Commission grants full service applications are for federal criminal - adult matters (57.8%). This is followed by family matters (24.6%), and federal criminal - youth matters (17.6%).
- The number of full service applications decreased by 6.7% compared to the previous year. However when the duty counsel pilot project in Saskatoon and Regina were included, the total clients served increased by 695 or 3.2%.
- Compared to the previous year, the family law area decreased by 391 cases (7.7%), while service for criminal law (both adult and youth and the duty counsel pilot project in Saskatoon and Regina) matters increased by 1,096 cases (6.6%).
- About 35% of the clients are female, 65% are male.
- About 81% of applicants are receiving social assistance.
- Approximately 71% of full service applicants have identified themselves as of Aboriginal descent (56% are Status Indian, 4% Non-status Indian, 11% Metis, and 0.04% as Inuit).
- A duty counsel pilot project for adults detained in-custody commenced in Regina on April, 2002 and in Saskatoon on September 2002. Most clients served in this project would have previously been included under "Full Service Applications: Federal Criminal - Adult"

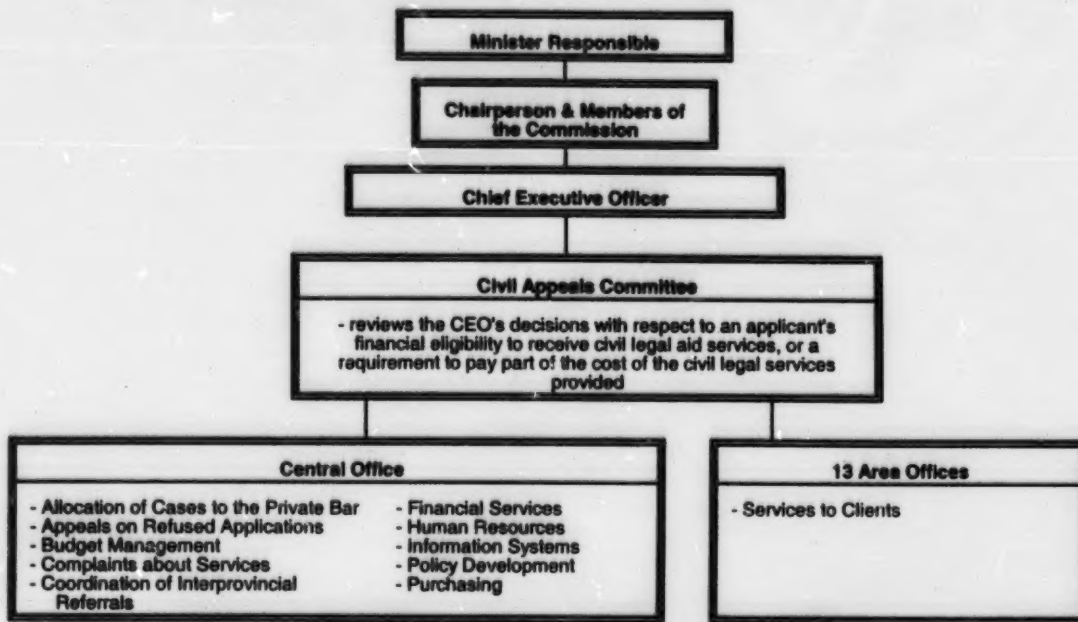
Please refer to Glossary of Terms

AREA OFFICE	Federal Criminal - Adult	Federal Criminal - Youth	Family	Civil	Provincial Offence	Total Full Service Applications	Duty Counsel Pilot Project Service	Total Cases Closed	Summary Advice or Service	Duty Counsel Advice Service
Central										9,605 ¹
Battlefords	1,190	244	369	0	0	1,803		1,765	52	0
Meadow Lake	1,056	195	204	0	0	1,455		1,425	150	28
Melfort	415	144	196	1	0	756		755	128	2
Moose Jaw	360	109	309	0	0	778		804	75	0
Northern	850	396	328	1	0	1,577		1,714	303	195
Prince Albert	2,206	361	581	0	0	3,148		3,117	1,007	1
Regina City	1,316	746	939	0	0	3,001	1,142	3,727	1,885	452
Regina Rural	758	131	501	0	0	1,391		1,197	301	28
Saskatoon City	2,138	867	717	0	0	3,742	833	3,957	1,047	81
Saskatoon Rural	481	97	345	0	0	923		928	239	0
South East	249	50	200	0	1	500		538	560	23
Swift Current	148	16	121	0	0	285		270	173	59
Yorkton	783	206	269	0	0	1,318		1,292	48	87
Total Full Service Applications	11,951	3,644	5,079	2	1	20,677				
Duty Counsel Pilot Project Service	2,075						2,075			
Total Closed Cases	12,754	3,677	5,046	2	10			21,489		
Summary Advice	2,528	185	2,903	254	98				5,968	
Duty Counsel Advice Service	7,947	2,208	8	1	397					10,561

¹ This service is provided by private lawyers on contract.

Management Structure

As of March 31, 2002, The Saskatchewan Legal Aid Commission employed 138 people:
131 at Area Offices and 7 at Central Office



Left to right:
(Back Row): Adrian McBride, David Bright, Janice Lawrence, Dulcy McLaughlin, Donald Mulford, Jerome Boyko, James Struthers
(Front Row): David Andrews, Rosanne Newman, Jane Lancaster, Laura Lacoursiers, Michael Ryan, Mervyn Shaw, Barry Treacy
Missing from Photo: Kimberly Earing, Pamela Cusleneare

Offices of the Saskatchewan Legal Aid Commission

Saskatchewan Legal Aid Commission Central Office

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Phone 933-5300 FAX 933-6764
Toll Free: 1-800-667-3764
E-Mail: central@legalaid.gov.sk.ca
Chief Executive Officer: Jane Lancaster, Q.C.

Saskatchewan Legal Aid Commission Saskatoon City Area Office

10th Floor, Sturdy Stone Centre
122 Third Avenue North
SASKATOON SK S7K 2H6
Phone 933-7820 FAX 933-7827
Toll Free: 1-877-424-1898
Interim Managing Director: Dulcy McLauchlan

Saskatchewan Legal Aid Commission Meadow Lake Area Office

Box 9000, 119B 2nd Street East
MEADOW LAKE SK S9X 1V8
Phone 236-7636 FAX 236-7634
Toll Free: 1-800-461-8188
Legal Director: Rosanne Newman

Saskatchewan Legal Aid Commission Prince Albert Area Office

Box 3003, 11th Floor, McIntosh Mall
800 Central Avenue
PRINCE ALBERT SK S6V 6Z2
Phone 953-2850 FAX 953-2866
Toll Free: 1-877-424-1900
Legal Director: Pamela Cuelenaere

Saskatchewan Legal Aid Commission Northern Area Office

Box 5000
Mistasisihk Place, 1326 La Ronge Avenue
LA RONGE SK S0J 1L0
Phone 425-4455 FAX 425-4472
Toll Free: 1-800-667-4095
Legal Director: Rob Mackenzie
Acting Director: Kimberly Earing

Saskatchewan Legal Aid Commission South East Area Office

Main Floor, 1302 3rd Street
ESTEVAN SK S4A 2V6
Phone 637-4620 FAX 637-4625
Toll Free: 1-877-424-1903
Legal Director: James Struthers
(Sub-office address):
Box 2003, 110 Souris Avenue
WEYBURN SK S4H 2Z9
Phone 848-2341 FAX 848-2562
Toll Free: 1-877-424-1907

Saskatchewan Legal Aid Commission Swift Current Area Office

3rd Floor, 350 Cheadle Street West
SWIFT CURRENT SK S9H 4G3
Phone 778-8272 FAX 778-8307
Toll Free: 1-877-424-1905
Legal Director: Adrian McBride

Saskatchewan Legal Aid Commission Regina City Area Office

2nd Floor, 1942 Hamilton Street
REGINA SK S4P 2C5
Phone 787-8760 FAX 787-8827
Toll Free: 1-877-424-1899
Legal Director: Michael Ryan, Q.C.

Saskatchewan Legal Aid Commission Saskatoon Rural Area Office

9th Floor, Sturdy Stone Centre
122 Third Avenue North
SASKATOON SK S7K 2H6
Phone 933-7855 FAX 933-7854
Toll Free: 1-877-424-1899
Legal Director: Donald Mullord

Saskatchewan Legal Aid Commission The Battlefords Area Office

Main Floor, Provincial Building
1192 102nd Street
NORTH BATTLEFORD SK S9A 1E9
Phone 446-7700 FAX 446-7598
Toll Free: 1-877-441-4418
Legal Director: Janice Lawrence, Q.C.

Saskatchewan Legal Aid Commission Melfort Area Office

P.O. Box 6500
3rd Floor, 105 Crawford Avenue East
MELFORT SK S0E 1A0
Phone 752-6220 FAX 752-6127
Toll Free: 1-877-424-1901
Legal Director: Barry Treacy

Saskatchewan Legal Aid Commission Moose Jaw Area Office

#113 - 110 Ominica Street West
MOOSE JAW SK S6H 6V2
Phone 694-3700 FAX 694-3738
Toll Free: 1-877-424-1902
Legal Director: Mervyn Shaw

Saskatchewan Legal Aid Commission Yorkton Area Office

41 Broadway West
YORKTON SK S3N 0L6
Phone 786-1440 FAX 786-1405
Toll Free: 1-877-424-1904
Legal Director: David Bright

Saskatchewan Legal Aid Commission Regina Rural Area Office

438 Victoria Avenue East
REGINA SK S4P 3V7
Phone 787-1141 FAX 787-2316
Toll Free: 1-877-424-1906
Legal Director: David Andrews, Q.C.

Management's Responsibility for the Financial Statements

Management is responsible for the integrity of the financial information reported by The Saskatchewan Legal Aid Commission. Fulfilling this responsibility requires the preparation and presentation of financial statements and other financial information according to generally accepted accounting principles. These recommendations are consistently applied, with any exceptions specifically described in the financial statements.

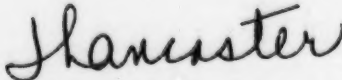
The accounting systems used by the Commission include an appropriate system of internal controls to provide reasonable assurance that:

- transactions are authorized;
- the Commission's assets are properly kept and financial reports are properly monitored to ensure reliable information is provided for preparation of financial statements and other information;

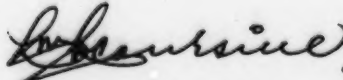
- the accounts are properly kept and financial reports are properly monitored to ensure reliable information is provided for preparation of financial statements and other financial information.

To ensure management meets its responsibilities for financial reporting and internal control, the members of The Saskatchewan Legal Aid Commission discuss audit and reporting matters with representatives of management at regular meetings. The members of the Commission have also reviewed the financial statements with representatives of management.

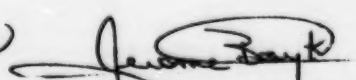
The Provincial Auditor of Saskatchewan has audited The Saskatchewan Legal Aid Commission's statement of financial position as at March 31, 2002, and the statement of operations and changes in net assets, and cash flows for the year then ended. Their responsibility is to express an opinion on the fairness of management's financial statements. The Auditor's Report outlines the scope of their audit and their opinion.



Jane L. Lancaster, Q.C.
Chief Executive Officer



Laura Lacoursiere, B.Comm.,
CMA, FCMA,
Director of Administration



Jerome Boyko, B.Comm.,
CA, Director of Financial
Management

Saskatoon, Saskatchewan
May 16, 2002

Auditor's Report

To the Members of the Legislative Assembly
of Saskatchewan

I have audited the statement of financial position of The Saskatchewan Legal Aid Commission as at March 31, 2002 and the statement of operations and changes in net assets, and cash flows for the year then ended. The Commission's management is responsible for preparing these financial statements for Treasury Board's approval. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Commission as at March 31, 2002 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.



Regina, Saskatchewan
May 16, 2002

Fred Wendel, CMA, CA
Provincial Auditor

THE SASKATCHEWAN LEGAL AID COMMISSION
STATEMENT OF FINANCIAL POSITION
As at March 31

	<u>2002</u>	<u>2001</u>
ASSETS		
Current		
Cash	\$ 302,295	\$ 740,007
Accounts receivable	184,444	8,403
Prepaid expense	<u>83,243</u>	<u>83,703</u>
Total current assets	569,982	832,113
Capital assets (Note 4)	<u>481,034</u>	<u>519,964</u>
	<u>\$ 1,051,016</u>	<u>\$ 1,352,077</u>
LIABILITIES		
Current		
Accounts payable and accrued liabilities (Note 5)	<u>\$ 744,776</u>	<u>\$ 846,113</u>
NET ASSETS		
Investment in capital assets fund	481,034	519,964
Unrestricted	<u>(174,794)</u>	<u>(14,000)</u>
	<u>306,240</u>	<u>505,964</u>
	<u>\$ 1,051,016</u>	<u>\$ 1,352,077</u>

(See accompanying notes to the financial statements)

THE SASKATCHEWAN LEGAL AID COMMISSION
STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS
Year Ended March 31

	2002				2001
	Operating Fund Budget	Operating Fund Actual	Investment in Capital Assets Fund Actual	Total	Total
Revenue: (Note 2)					
Department of Justice	\$ 11,413,000	\$ 11,415,000	\$ ---	\$ 11,415,000	\$10,897,000
Grants	124,350	204,032	---	204,032	---
Other	<u>153,506</u>	<u>124,640</u>	---	<u>124,640</u>	<u>155,207</u>
	<u>11,690,856</u>	<u>11,743,672</u>	---	<u>11,743,672</u>	<u>11,052,207</u>
Expenses:					
Salaries and employee benefits	8,454,986	8,428,675	---	8,428,675	7,887,466
Central Office administrative (Schedule 1)	357,116	376,684	16,646	393,330	313,729
Area Office administrative and operating expenses (Schedule 1)	1,258,234	1,268,389	166,204	1,434,593	1,453,468
Provision of legal services	771,000	1,073,416	---	1,073,416	689,977
Other legal expenses	176,020	162,172	---	162,172	183,180
Travel	434,500	439,591	---	439,591	418,556
Loss on disposal of fixed assets	---	---	<u>11,619</u>	<u>11,619</u>	<u>4,654</u>
	<u>11,451,856</u>	<u>11,748,927</u>	<u>194,469</u>	<u>11,943,396</u>	<u>10,951,030</u>
Excess (deficiency) of revenue over expenses	239,000	(5,255)	(194,469)	(199,724)	101,177
Fund Balances, beginning of year	(14,000)	(14,000)	519,964	505,964	404,787
Transfer between funds (Note 12)	<u>(225,000)</u>	<u>(155,539)</u>	<u>155,539</u>	---	---
Fund Balances, end of year	\$ ---	\$ (174,794)	\$ 481,034	\$ 306,240	\$ 505,964

(See accompanying notes to the financial statements)

THE SASKATCHEWAN LEGAL AID COMMISSION
STATEMENT OF CASH FLOWS
As at March 31

Statement 3

	<u>2002</u>	<u>2001</u>
Cash provided by (used in)		
OPERATING ACTIVITIES		
Excess (deficiency) of revenue over expenses		
Operating Fund (Statement 2)	\$ (5,255)	\$ 324,394
Net change in non-cash working capital (note 9)	<u>(276,918)</u>	<u>138,207</u>
Net cash provided by operating activities	(282,173)	462,601
INVESTING ACTIVITIES		
Purchase of Capital Assets	<u>(155,539)</u>	<u>(260,737)</u>
Net increase (decrease) in cash	(437,712)	201,864
Cash, beginning of year	<u>740,007</u>	<u>538,143</u>
Cash, end of year	<u>\$ 302,295</u>	<u>\$ 740,007</u>

(See accompanying notes to the financial statements)

THE SASKATCHEWAN LEGAL AID COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
March 31, 2002

The Legal Aid Act came into force on September 1, 1983 by Order in Council 1275/83 and continued The Saskatchewan Community Legal Services Commission as a body corporate under the name of The Saskatchewan Legal Aid Commission. The purpose of the Commission is to provide legal services to persons and organizations for criminal and civil matters where those persons and organizations are financially unable to secure those services from their own resources.

1. Significant Accounting Policies

These financial statements have been prepared in accordance with Canadian generally accepted accounting principles and include the following significant accounting policies:

a) Fund Accounting

The Commission follows the restricted fund method of accounting for contributions. For financial reporting purposes, the following major funding groups are:

Operating Fund (unrestricted assets)

The Operating Fund reflects the primary operations of the Commission including revenue from the Department of Justice for the provision of legal services.

Investment in Capital Assets Fund (restricted assets)

Investment in Capital Assets Fund reflects the equity of the Commission in capital assets. This fund includes any grants designated for the acquisitions of capital assets. The Commission also imposes a restriction that any capital purchases made with operating funds are recorded as an interfund transfer. Expenses consist primarily of amortization of capital assets.

b) Capital Assets

Capital assets are recorded at cost. Normal repairs and maintenance are expensed as incurred. The capital assets are reduced annually by an amount representing the consumed cost of the asset calculated as follows:

Office Equipment and Furniture	14 2/7% per annum
Library	33 1/3% per annum

2. Revenues

The following are included in revenue:

- a) Unrestricted contributions are recognized as revenue of the operating fund in the year received or receivable.**

Other revenue is comprised of client contributions, cost recoveries, interest, and miscellaneous receipts.

- b) Restricted contributions related to capital assets are recognized as revenue of the investment in capital assets fund in the year received or receivable.**

3. Pension Plan

The Commission participates in a defined contribution pension plan for the benefit of its employees. The Commission's financial obligation to The Staff Pension Plan for Employees of The Saskatchewan Legal

Aid Commission (Plan) is limited to making regular payments to match the amounts contributed by the employees for current service. The Commission's annual pension expense for 2002 amounted to \$389,696 (2001 - \$357,657).

The Plan is administered and sponsored by a joint trustees arrangement. The joint trustees consist of four members, two appointed by the Commission and two appointed by C.U.P.E. Local 1949. The Commission provides day-to-day administration for the Trustees without charge to the Plan. The administration expenses of the Plan are initially paid by the Commission and are subsequently refunded by the Plan. As at March 31, 2002, the Plan owed the Commission \$nil (2001 - \$nil).

4. Capital Assets

Capital assets are comprised of the following amounts:

	2002			2001		
	Cost	Accumulated Amortization	Net Book Value	Cost	Accumulated Amortization	Net Book Value
Office equipment and furniture	\$ 1,119,095	\$ 688,099	\$ 430,996	\$ 1,086,220	\$ 632,868	\$ 453,352
Library	<u>1,087,555</u>	<u>1,037,517</u>	<u>50,038</u>	<u>1,074,909</u>	<u>1,008,297</u>	<u>66,612</u>
	<u>\$ 2,206,650</u>	<u>\$ 1,725,616</u>	<u>\$ 481,034</u>	<u>\$ 2,161,129</u>	<u>\$ 1,641,165</u>	<u>\$ 519,964</u>

5. Accounts Payable and Accrued Liabilities

	2002	2001
Supplies and services	\$ 95,247	\$ 49,354
Accrued private solicitors' fees	514,137	469,267
Employee salaries and benefits	<u>135,392</u>	<u>327,492</u>
	<u>\$ 744,776</u>	<u>\$ 846,113</u>

6. Measurement Uncertainty

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of accounts payable and accrued liabilities at the date of the financial statements and the reported amount of expenses during the reported period. These estimates are reviewed periodically and, as adjustments become necessary, they are reported in earnings in the period in which they become known.

7. Related Party Transactions

Included in these financial statements are transactions with various Saskatchewan Crown Corporations, departments, agencies, boards and commissions related to the Commission by virtue of common control by the Government of Saskatchewan and non-Crown corporations and enterprises subject to joint control and significant influence by the Government of Saskatchewan (collectively referred to as "related parties").

Facilities, vehicle rentals, office supplies, and miscellaneous office services are acquired from a related party. These transactions are recorded at rates, which are determined primarily on the basis of recovery of the costs incurred by the related party. These transactions and amounts outstanding at year end are as follows:

	2002	2001
Expenses	\$ 996,095	\$ 984,259
Accounts payable	14,627	19,962
Accounts receivable	116,000	---

Other operating transactions with related parties are settled at prevailing market prices under normal trade terms. These transactions and amounts outstanding at year end are as follows:

	2002	2001
Expenses	\$ 284,332	\$ 364,594
Other Revenue	26,487	—
Accounts payable	10,981	2,873

In addition, the Commission pays Provincial Sales Tax on all its taxable purchases. The Commission also received transcripts without charge from the Department of Justice, Transcript Services.

During the year, the Commission made a payment in the amount of \$21,155 (2001 - \$21,155) to the Saskatchewan Legal Aid Commission Benefit Plan Surplus Fund. The intent of this fund is to cover increased premium costs of the extended health care benefits for members of C.U.P.E. Local 1949 in accordance with the Collective Bargaining Agreement. The increased premium costs are initially paid by the Commission and for 2002 the Fund reimbursed the Commission \$36,649 (2001 - \$15,638) for the increased premium costs.

Other transactions with related parties and amounts due to or from them are described separately in these financial statements and the notes thereto.

8. The Law Foundation of Saskatchewan Legal Aid Endowment Fund Trust

In March 2002, a Trust Deed was made between the Law Foundation of Saskatchewan and the Trustees of The Law Foundation of Saskatchewan Legal Aid Endowment Fund Trust. The Trust has been established with an endowment to assist in the Commission's mandate by:

- a) improving access to justice for persons whose own financial resources are inadequate;
- b) enhancing the ability of all Commission employees to provide legal aid service to clients, including education, research and the acquisition of research, teaching and library materials by the Commission;
- c) providing funds for research in legal and social areas related to legal aid and access to justice; or
- d) assisting otherwise in the Commission's mandate in ways not traditionally covered by government funding, and with particular emphasis on novel or innovative programs or delivery methods.

An endowment amount of \$1,080,000 has been provided to the trust and only the net income from the trust is available for the beneficiaries.

The trust has five trustees, three of which are members of the Commission. They include:

- The Chair of The Saskatchewan Legal Aid Commission
- A commissioner of The Saskatchewan Legal Aid Commission, appointed by the Law Society of Saskatchewan
- A commissioner of The Saskatchewan Legal Aid Commission, appointed by the Minister of Justice (Saskatchewan)

The Commission has authorized the utilization of its staff as may be reasonably required from time to time to provide administrative support to the trust at no fee.

9. Net Change in Non-Cash Working Capital Balances Related to Operations

	2002	2001
Decrease (increase) in accounts receivable	\$ (176,041)	\$ 58,046
Decrease in prepaid expenses	459	4,078
Increase (decrease) in accounts payable and accrued liabilities	(101,336)	76,083
Net change in non-cash working capital balances related to operations	<u>\$ (276,918)</u>	<u>\$ 138,207</u>

10. Financial Instruments

Financial instruments consist of:

Cash
Accounts receivable
Accounts payable

a) Significant terms and conditions

There are no significant terms and conditions related to financial instruments that may affect the amount, timing and certainty of future cash flows.

b) The carrying value of the financial instruments approximate fair value due to their immediate or short-term nature.

11. Budget

These amounts represent the budget approved by members of The Saskatchewan Legal Aid Commission.

12. Interfund Transfers

The Commission internally restricted and transferred from the Operating Fund to the Capital Fund \$155,539 (2001 - \$260,737) for the purchase of capital assets.

THE SASKATCHEWAN LEGAL AID COMMISSION
SCHEDULE OF ADMINISTRATIVE AND OPERATING EXPENSES
Year Ended March 31

	2002		2001
	Budget	Operating Fund Actual	Operating Fund Actual
Central Office Administrative			
Leased accommodation	\$ 42,285	\$ 35,603	\$ 37,113
Telephone	20,752	14,610	17,186
Computer Maintenance and Support	13,372	25,321	80,641
Postage	7,200	7,916	7,355
Stationery and office supplies	10,000	7,322	8,446
Periodicals	3,690	3,401	3,690
Photocopying	3,602	3,618	4,031
Other operating expenses	256,215	278,893	110,932
Total Central Office Administrative	\$ 357,116	\$ 376,684	\$ 269,394
Area Office Administrative and Operating Expenses			
Leased accommodation	\$ 732,715	\$ 732,012	\$ 725,543
Telephone	149,248	129,688	169,732
Computer Maintenance and Support	96,128	64,851	79,172
Postage	34,800	31,321	30,457
Stationery and office supplies	80,000	72,593	81,569
Periodicals	36,310	22,875	35,330
Photocopying	39,398	38,362	35,980
Other operating expenses	89,635	176,687	121,457
Total Area Office Administrative and Operating Expenses	\$ 1,258,234	\$ 1,268,389	\$ 1,279,240

Appendix I - Additional Supplementary Information (unaudited)
Personal Services

Listed are individuals who received payments for salaries, wages, honorariums, etc. which total \$2,500 or more.

Albert, Alice	\$31,660	Healy, Kearney	\$82,818
Anderson, Evelyn	21,531	Hockey, Lori	7,251
Andrews, David	85,986	Hoffart, Janice	30,167
Armstrong, David	47,368	Hofmann, Rhonda	32,465
Armstrong, Kim	12,261	Hopkins, Debra	68,113
Arnott, Fran	31,061	Howie, Bernice	31,660
Barr, May	26,247	Johnson, James	79,476
Bartlett, Cheryl	32,653	Johnston, Gladys	40,951
Baumgartner, Pearl	81,400	Johnston, Lisa	23,942
Bay, Barb	33,831	Johnston-Dyck, Celia	39,927
Beaton, Betty	28,874	Josephson, Gene	82,818
Beckie, Samuel	82,818	Kennard, Dianne	31,660
Bercovich, Norman	79,476	Kergoat, Roger	82,818
Bernier, Sharon	30,244	Kirkham, Barbara	33,753
Blais, Darrell	85,988	Kowalik, May	14,619
Boechler, Cheryl	40,951	Kowalski, Elaine	40,951
Bohachik, Catherine	64,811	Krasowski, Beverly	31,869
Bordessa, Lynda	78,651	Lacoursiere, Laura	76,134
Borkowsky, Viola	17,656	Lancaster, Jane	100,863
Boyko, Jerome	61,611	Lapierre, Donna	16,853
Bright, David	85,988	Laporte, Rodney	78,293
Burns, Peter	74,769	Larson, Geraldine	40,951
Calderbank, Jennifer	50,528	Lavallee, Pauline	36,628
Campbell, Bruce	82,818	Lavolette, Kim	34,060
Chery, Cynthia	28,970	Lawrence, Janice	85,988
Cinq-Mars, Laurie	9,499	Layton, Erin	16,588
Clifford, Maureen	26,781	Lechner, Kelly	40,951
Cordick, Joanne	4,117	Lechner, Valerie	34,705
Cotton, Helen	30,627	Leibel, Lynette	31,804
Covert, Colleen	22,169	Leinenweber, Nicole	3,153
Crookshanks, Grant	82,818	Llewellyn, Matthew	28,457
Cuelenaere, Pamela	86,762	Loader, Barbara	27,595
Dahlby, Brenda	83,043	Lubyk, Jeff	50,529
Dove, Graham	35,018	Mackenzie, Robert	28,526
Dryka, Lisa	11,686	MacKinnon, Donald	77,986
Dubiel, Audrey	30,104	McBride, Adrian	85,988
Durbin, Dorothy	18,290	McCann, Robert	36,821
Earing, Kimberly	55,152	McGuire, Allan	82,818
Eichorn, Wrahnda	29,678	McHenry, Tracey	31,660
Epp, Dawn	26,866	McLean, Angus	30,658
Faris, Shirley	40,951	McLean, Mavis	40,951
Fenske, Anna	31,660	McMahon, Jill	41,409
Gale, Heather	33,285	McNeill McCrea, P.	50,527
Gattinger, Brenda	31,869	Maeder, Corinne	69,216
Gee, Philip	37,675	Magnusson, Lynne	40,951
Glavas, Helga	31,660	Maloney, Catherine	82,818
Godson, Kathy	23,593	Martin, Margaret	36,038
Gonzo, David	71,674	Martynook, Patricia	34,654
Gottselig, Audra	17,129	Mayer, Richard	82,818
Grand, Tammy	31,660	Mazuren, Michelle	29,631
Green, Ross	61,807	Melin, Jacqueline	57,642
Grier, Katharine	46,614	Mullord, Donald	84,310
Grimsrud, Robert	71,301	Orlowski, Anthony	82,818
Haid, Debra	81,662	Oscar, Linda	7,023
Harvey, Valerie	49,962	Pappas, Maria	58,408
Haskewich, Lynn	28,754	Peterson, Kristin	13,760

Personal Services - concluded

Pethick, Laurel	\$34,654
Pirot, Olive	40,951
Reich, Lorraine	31,464
Reis, Patrick	82,818
Rheindel, Mary Lou	31,678
Ritter, Bruce	81,912
Robert, Alice	59,425
Rodgers, Buffy	7,011
Ryan, Michael	88,434
Savarese, Josephine	22,818
Schmidt, Doreen	34,647
Schweitzer, Leanne	5,955
Scott, Cameron	36,293
Sebelius, Lorraine	34,654
Secundiak, Angeline	40,951
Shaw, Mervyn	85,988
Siever, Shirley	34,654
Sim, Norma	82,818
Soder, Kelly	51,298
Soder, Michael	38,790
Soroka, Darrel	75,273
Stanley, Shannon	25,648
Struthers, James	85,541
Sudom, Grant	37,675
Svendsen, Linda	31,660
Talbot, Tanis	50,355
Tangeman, Carol	30,337
Thurlow, George	48,821
Tkachuk, Gloria	24,035
Tondevoid, Pat	82,818
Towstego, Wanda	48,260
Treacy, Barry	85,988
Tuchscherer, Tina	11,080
Van de Kamp, Louise	20,368
Vancoughnett, Doreen	43,351
Ventzek, Phillip	25,107
Weber, Myron	79,191
Whitrow, Marilyn	15,830
Wilhelm Skopyk, Lisa	24,152
Winsor, Dallis	60,275
Wood, Cheryl	38,356
Wood, Linda	50,843
Wyatt, Andrew	14,737
Zakowsky, Aline	31,660

Payees under \$2,500	9,943
Salary Adjustments, refunds	54,062
Increase in accrued liabilities	<u>900</u>

\$7,221,739

Suppliers and Other Payments (unaudited)

Listed are payees who received \$20,000 or more for the provision of goods and services, including office supplies, advertising, contracts, equipment, and other expenditures.

Andrews Benko Law Office	\$74,002
Bell Law Office	55,587
Bendig Law Office	28,761
Timothy Brown Law Office	20,372
Canada Law Book Inc.	20,037
Courtesy Air	67,080
Cuelenaere Kendall & Katzman	21,726
Dumonceaux, Ronald	65,000
Eggum Abrametz & Eggum	42,288
Great-West Life Assurance Company (employer costs)	217,374
In Accord	52,200
Koenig & Associates HR Services Inc.	153,865
Law Society of Saskatchewan	73,815
Loewen Lasses Law Office	23,090
LogiCorp	97,448
Manulife Financial	389,696
Morgan Khaladkar Skinner	46,110
Paradigm Consulting Group Inc.	92,381
Receiver General for Canada - Canada Pension Plan	212,565
Receiver General for Canada - Employment Insurance	148,509
Roe & Company	90,470
Saskatchewan Lawyers Insurance Association	71,350
Saskatchewan Property Management Corporation	1,039,827
SaskTel	162,224
Saskatchewan Workers' Compensation Board	55,123
SLAC Benefit Plan Surplus Fund	21,155
Stephens Arnot & Heffernan	57,783
Eleanore Sunchild	81,050
Stooshinoff Law Office	23,191
Thair Armitage & Company	40,634
Transwest Air	112,699
Wawryk Associates Ltd.	21,816
Wardell Driedger Law Office	26,542
Payees under \$20,000	976,498
Decrease in prepaid expenses	459
Decrease in Accounts Receivable	0
	<u>\$ 4,682,727</u>

Appendix II

A Glossary of Terms

Accrued vacation pay - Value of employee vacation leave entitlement earned but not taken.

Application - refers to a formal written request for legal assistance. Related legal matters enumerated at the time of application are included on one application, despite the requirement for a court appearance. Separate applications are counted for criminal, family, civil or provincial offence matters.

Appeal - refers to an appeal of a lower court or administrative tribunal decision, not an appeal of a refused application.

Appeal against refusal - refers to an appeal of a refused application for legal services.

Civil matters - refers to all other civil proceedings that are not of a family nature.

Contribution - refers to that portion of the costs of legal services that an applicant, client, former client or other person may be required to pay.

Coverage or range of service restrictions - refers to applications refused because the legal matter is not covered by The Saskatchewan Legal Aid Commission.

Duty Counsel Pilot Project service - refers to legal services provided by a lawyer at a location other than a legal aid office, where the person assisted had not applied in writing requesting legal aid services. In 2001-02, this project was provided to adults in-custody for Provincial Court at Regina and Saskatoon.

Duty counsel advice service - immediate, although temporary advice by telephone to arrested or detained persons, irrespective of financial status.

Family matters - refer to proceedings related to divorce, separation, maintenance, custody/access, and other matters of a family law nature.

Federal criminal matters (adult) - refers to applications for matters under the *Criminal Code of Canada*, *Narcotic Control Act*, *Food and Drug Act*, or other Federal Statutes if the proceedings are by way of indictment; or, if upon conviction and sentence, there is a likelihood of imprisonment or loss of livelihood.

Federal criminal matters (youth) - refers to applications for matters under the *Young Offenders Act*.

Financial ineligibility - refers to reasons for refusing an application based on some financial information revealed by the applicant about income, assets and liabilities.

Full service application - refers to an application that is granted legal services.

Interprovincial reciprocity agreement - refers to the informal agreement among Legal Aid Plans in Canada to handle nonresident civil matters. Applicants must request legal services in the province/territory of home, rather than in the province/territory where the legal recourse is sought.

Merit, lack of - refers to applications refused because the nature of the case or the seriousness of the matter does not warrant legal assistance.

Merit, professional - some or all of the following are considered:

- is this case one that a reasonable person of modest means would commence or defend?
- are the legal costs of commencing or defending an action reasonable compared with the relief asked for?
- what is the seriousness of the legal or economic outcomes?
- what are the potential benefits to the client?
- is there a possible defence to a charge?
- has the client been cooperative, such as keeping appointments, keeping in touch with the office after a move, etc.?
- has the client accepted reasonable professional advice from the assigned lawyer?

Non-compliance/abuse - refers to refusals based on an applicant's prior or current experience with The Saskatchewan Legal Aid Commission. Included are applications where the services applied for are abusive of the legal process or failure to cooperate with the lawyer.

Prepaid expenses - Payments made during the year that relate to goods and services that will not be received until subsequent fiscal years (includes items such as professional dues, memberships and subscriptions).

Provincial offence matters - refers to applications for matters under provincial statutes, such as *Alcohol Control Act*, *Wildlife and Parks Act*, or *Highway Traffic Act*.

Range of service or coverage restrictions - refers to applications refused because the legal matter is not covered by The Saskatchewan Legal Aid Commission.

Reciprocal application - see Interprovincial reciprocity agreement. Incoming refers to those applications coming from other jurisdictions, while Outgoing refers to those Saskatchewan sends out.

Refused application - refers to all formal written requests for legal aid that have been denied legal services.

Summary advice or service - refers to the provision of legal advice, information, or any other type of minimal legal service to an individual involving no more than a brief interview or telephone call.